

**Job Title:** Records Management Intern

**Department:** Finance and Procurement - Nairobi

**Reports to:** Information and Records Management Assistant

**Period:** Max 6 months

**SUMMARY** Performs specialized clerical duties pertaining to the administrative support of Finance and Procurement records functions; performs additional related duties as required.

**SUPERVISORY RESPONSIBILITIES** This position exercises no supervisory responsibilities.

**EDUCATION and/or EXPERIENCE** Diploma or University Degree in Information Sciences, Records Management or Library Sciences or equivalent combination of education and experience. Requires English skills, some knowledge of financial terminology and phrases. Requires skill in operating office equipment such as heavy duty scanners and personal computers.

**LANGUAGE SKILLS** Ability to read and comprehend correspondence, memos and to use good English. Ability to write simple correspondence. Ability to effectively present information orally to co-workers and the general public. Requires considerable skill in the application of office methods and procedures.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk and reach high heights. The employee must occasionally lift and/or move heavy boxes and files. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. Exposure to dusty conditions may change during the tenure. The noise level in the work environment is quiet to moderate.